

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE  
ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

**ATTENDANCE SUPERVISOR - #64-236**

DATE OF EXAMINATION  
OCTOBER 02, 2004

\*Examination Fee - \$7.50

LAST FILING DATE  
AUGUST 25, 2004

SALARY RANGE: Varies

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur within school systems in Schoharie County.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two years of experience working in a school district with students.

The education requirements must be satisfied before the date of the examination.

DISTINGUISHING FEATURES OF THE CLASS: Work involves the recording and investigation of pupil absences from school or class. Involves communication with pupils, parents and school administrators requiring tact and courtesy. Work is generally performed independently; difficult cases and policies are under the general supervision of a supervisor. Does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

1. Clerical operations with letters and numbers;
2. Name and number checking;
3. Office record keeping; and
4. Understanding and interpreting written material.

An expanded description covering the types of examination questions to be given is available at the Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

\*The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

**Applications and exam announcements are available on our web site @ [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)**

ISSUE DATE: JULY 21, 2004

SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.